

**CITY OF NEWTON, MASSACHUSETTS**  
**PURCHASING DEPARTMENT**  
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May 18, 2009

**ADDENDUM #1**

**INVITATION FOR BID #09-95**

<b>RE-BID – CITY HALL CAFÉ</b>
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THIS ADDENDUM IS TO:

- 1. Add a Pre-Proposal Meeting - 11:00 a.m., May 27, 2009 at Room #204, Purchasing, Newton City Hall**
- 2. Change the Submittal Date - 11:00 a.m., June 4, 2009**
- 3. Answer the following Questions:**

Q1. Why did the last cafe manager end her contract?

**A1. She and her husband worked the café full time and felt that she was not generating enough income and ultimately left due to issues with childcare costs for the summer.**

Q2. Are there any numbers available from the last person or the person before her as to profit and loss and expenses so that I can complete a business plan properly and thoroughly for my bid?

**A2. There are no profit or loss numbers available, none have ever been provided to the City by any Café operator.**

Q3. What are the rules for running a catering business from the location and offering box lunches and platters to other local businesses?

**A3. Catering is ok during normal business hours and does not impact the Café operation for City employees. On weekends, the facilities are not open without prior permission from the Commissioner of Public Buildings. In addition, there may be additional charges for a custodian. This may be a topic for discussion with the successful bidder.**

Q4. Will there be a common victuallers license attached to the cafe or any other catering or restaurant license and if so, which one?

**A4. Yes, upon successful completion of the Health and Fire Department inspections.**

Q5. What are the rules for catering at events that take place in the area such as road races and the marathon?

**A5. The City encourages employees who need events catered to use the Café operator. For non-City events, this may be a topic for discussion with the successful bidder.**

Q6. May I see the menu from the last manager of the cafe?

**A6. No Menu is available.**

Q7. Will I be able to speak with 5-10 city hall employees to find out what they liked and disliked about the last menu so that I can make sure to bring back and retain the city employees as customers?

**A7. Yes, the City will be holding a Pre-Proposal meeting, 11:00 a.m., May 27, 2009 and there will be several employees available, at that time, to speak with.**

All other terms and conditions of this bid remain unchanged

**PLEASE ENSURE THAT YOU ACKNOWLEDGE THIS ADDENDUM ON YOUR BID FORM**

Thank you.  
Re Cappoli  
*Chief Procurement Officer*